

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA

EDMUND V. LUDWIG  
Judge

12614 United States Courthouse  
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**NOTICE OF SCHEDULING CONFERENCE**

RE: LONERGAN, et al. v. CBIZ RETIREMENT SERVICES, INC.  
CIVIL ACTION NO. 02-CV-02906

Judge Ludwig has scheduled a Rule 16 conference for your case or cases on  
Wednesday, July 31, 2002 at 11:30 a.m. in chambers, Room 12614.

Enclosed is Judge Ludwig's **C A S E Management Program**.

**Counsel for plaintiff is required to notify unrepresented defendant(s) as to the date and time of the conference by serving a copy of this notice (with attachments) upon defendant(s) or their counsel, if known.**

If service of process has not been made, it is also the responsibility of plaintiff's counsel to take all steps reasonably necessary to expedite service as required by Fed. R. Civ. P. 4(a).

Very truly yours,

Kathryne M. Crispell  
Deputy Clerk to Judge Ludwig

DATE: July 15, 2002